

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



August 16, 2007

Reply to Attn of: Headquarters Training Office

TO: Officials-in-Charge of Headquarters Offices

FROM: Assistant Administrator for Infrastructure and Administration

SUBJECT: Call for NASA Employees to Become Mentors for the NASA
Headquarters Multidimensional Mentoring Program

The Headquarters Training Office is pleased to issue a call for Mentors to participate in the 2007-2008 Multidimensional Mentoring Program. The purpose of the Multidimensional Mentoring Program is to provide an opportunity for NASA Headquarters employees to develop professionally through formal and/or situational mentoring relationships. Mentors play a key role in transferring knowledge, building relationships, and providing advice and guidance to employees. The Multidimensional Mentoring Program is designed to:

- Provide opportunities for frequent and open interaction between employees at different organizational levels;
- Serve as a vehicle for transferring technical as well as formal and informal organizational knowledge;
- Assist with succession planning and skill-building, which are integral to an employee's career development;
- Develop focused networks to strengthen Agency capabilities in program execution;
- Enhance communication and collaboration at all levels within NASA HQ; and
- Improve individual motivation and performance, which encourages the development of innovative problem-solving strategies.

The program is tailored and configured to be flexible to encourage all employees to participate. For employees who wish to serve as Mentors, but are unable to participate fully in the structured formal program, a situational mentoring option is also available. In this scenario, mentoring is conducted on an as needed basis. For more information regarding situational mentoring, visit:

<http://nasapeople.nasa.gov/training/coachmentor/mentorguide.pdf>.

Employees interested in becoming a Mentor, should sign up on-line at *The Mentoring Connection's* website as follows:

1. Go to: **<http://www.mentoringconnection.com>**.
2. The first screen provides a brief introduction to *The Mentoring Connection* and offers you the opportunity to sign-up as a mentor.

3. Click on the Sign-Up button and enter your demographic data. Please note: the Group ID is **NASAHQ2007**.
4. Complete your Personal Profile, click OK and respond to all of the questions to the best of your ability. Please print a copy of your application and obtain your supervisor's signature.
5. Mail the completed application to **Sherry McAllister, mail code 3Q53**. Your responses will enable the HQ Training Office to suggest suitable mentoring matches.

Application forms are due by **September 4, 2007**. The orientation session for all mentors, mentees, and mentees' supervisors is scheduled for **September 19, 2007**, from 9:00 a.m. to 12 noon in room **MC6**. Additional information on the program activity schedule will be provided at this meeting. For further information, please contact Sherry McAllister on 358-1633 or via email at sherry.l.mcallister@nasa.gov.

We encourage all members of our civil service workforce to participate in this and other Headquarters programs that have a mentoring component, [i.e., Professional Administrative Intern Program (PAIP), Senior Executive Service Candidate Development Program (SESCDP), and the NASA F.I.R.S.T. Program]. Please distribute this memorandum to your employees, and encourage your managers, supervisors, and leaders to become Mentors. Employee participation in mentoring programs enables us to cultivate a learning environment that constantly enhances the Agency's ability to execute its exciting and challenging missions.



Olga M. Dominguez